NATIONAL ANIMAL HEALTH LABORATORY NETWORK (NAHLN)

User Guide

Version 1.0

Prepared for

Animal and Plant Health Inspection Services (APHIS)

Centers for Epidemiology and Animal Health (CEAH)

October 10, 2006

United States Department of Agriculture
Animal Plant Health Inspection Services

Washington, DC 20259

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Change Management Table

Name	Date	Version	Revision Notes
D. Keating	07/12/06	0.0	Initial document created.

1 INTRODUCTION

This NAHLN User Guide was developed by CRI to assist NAHLN users in understanding how to navigate and manage data within the National Animal Health Laboratory Network (NAHLN) system. The user guide details have been created to support the Version 2.0 (v2.0) software release.

1.1 Project Background

State animal health laboratories represented by the American Association of Veterinary Laboratory Diagnosticians (AAVLD), and federal animal health laboratories administered through the USDA Animal and Plant Health Inspection Service (APHIS) have long recognized that animal disease diagnosis and surveillance functions most effectively as a shared responsibility. Cooperation and collaboration among these laboratories are essential for safeguarding the health and well being of our Nation's livestock and poultry, companion animals, wildlife, zoo and exotic species, and for protecting public health from diseases common to animals and humans.

The Bioterrorism Act of 2002 called for the Nation to "develop an agricultural bioterrorism early warning surveillance system through enhancing the capacity of and coordination between State veterinary diagnostic laboratories, Federal and State agricultural research facilities, and public health agencies." Supplemental Homeland Security funding issued in 2002 enabled APHIS and the Cooperative State Research Education and Extension Service (CSREES) to provide support to state animal health laboratories represented by the AAVLD, to form the National Animal Health Laboratory Network (NAHLN).

The NAHLN improves the Nation's ability to respond to any type of animal health emergency, including bioterrorist events, newly emerging diseases, and foreign animal disease (FAD) agents that threaten the Nation's food supply and public health. The elements of the program include:

- Standardized, rapid diagnostic techniques
- Modern equipment and experienced personnel trained in the detection of emergent, foreign, and bioterrorist agents
- A training, proficiency testing, and quality assurance system to ensure that all laboratories meet quality standards
- Federal and state facility upgrades to meet bio-containment requirements
- Periodic scenario testing of the NAHLN and the associated response network
- A secure communication, reporting and alert system

By supporting all program components, the NAHLN Information Technology (IT) solution will fulfill a critical need in the Nation's agricultural surveillance and response system by serving as an extensive repository of detailed animal health laboratory test data collected from veterinary diagnostic laboratory information management systems (LIMS) in multiple states. The system will support both new surveillance programs and proven emergency response systems for known and emerging domestic and foreign animal diseases (FADs) that affect public health and homeland security.

The USDA decided early on to launch the NAHLN IT development effort with a pilot solution, to demonstrate success – a "proof of concept" – in addressing the fundamental needs for a fully integrated network of animal health laboratories. The pilot information technology solution allowed the NAHLN program to demonstrate success with a reduced level of effort, by limiting participation to five of the

twelve NAHLN program pilot laboratories, and by focusing on basic system functionality such as data exchange and standard report creation.

The five pilot laboratories are:

- California Animal Health and Food Safety Laboratory
- Colorado State University Veterinary Diagnostic Laboratory
- Iowa State University Veterinary Diagnostic Laboratory
- Washington Animal Disease Diagnostic Laboratory
- APHIS National Veterinary Services Laboratory

The pilot software served as the foundation for future software releases that will expand the number of laboratories exchanging data, add functionality and interoperate with critical agricultural and public health surveillance systems at the federal level.

The goal of the NAHLN v2.0 release is to incorporate additional functionality and integration requirements depicted in the SOW.

1.2 About this User Guide

This user guide has been created to assist NAHLN users in navigating the system and perform their assigned functions appropriately. Please note that this user guide is never considered a final version as it should be updated to reflect the most recent updates made to the system. If you should find any issues or conflicts between this user guide and the live NAHLN system, please contact Dana Keating (dkeating@cri-solutions.com) to resolve these conflicts.

2 Sending HL7 Messages to NAHLN

2.1 Obtaining a NAHLN userid

Before you can send any messages to the NAHLN system, you will need to have a NAHLN userid and password with the 'File Upload User' role. If you do not already have an assigned user id with a 'File Upload User' role, please contact a NAHLN Administrator:

Dana Keating – dkeating@cri-solutions.com

Dave Freitag – dfreitag@cri-solutions.com

2.2 cURL

Once you have the appropriate login information, you can begin configuring your system to send a cURL message. Here are the cURL instructions for sending the message:

```
curl -v -m 1800 -D headers.txt -Fusername=NAHLN -F password=nahl1n123 -F
uploadFile=@"C:\Documents and Settings\dfreitag\Desktop\NAHLN\OPU_R25v120\Lab Result
Unsolicited OPU_R25 v120.xml"
http://nahln.aphis.usda.gov/nahln/upload/HL7UploadAction.nahln -k
```

Regarding the above message, make sure you personalize it by doing the following:

- Change username to your username
- Change password to your password
- Change uploadFile to your hl7 xml msg file

3 Administration

The Administration Module will be accessible from either the home page or from the menu toolbar displayed across the top of the screen. By clicking one of these links, the system will route you to the Administration module main menu.

3.1 Administration Module Main Menu

Once you have accessed the administration module main menu, users will be able to perform various functions based on the user role(s) for which they have been assigned. From this menu, users will be able to:

- Add/ Edit Users
- Change Default Password
- Change Password

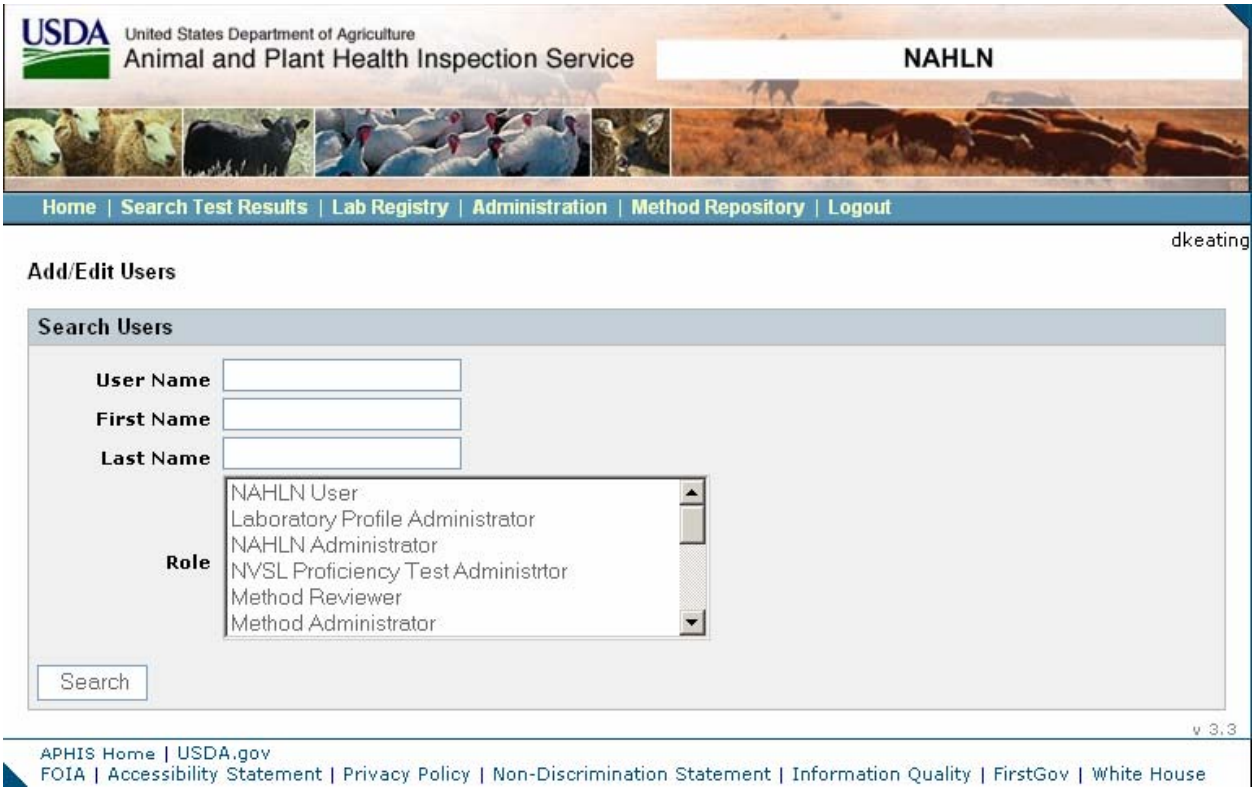
3.2 Add/ Edit Users

The add/ edit user functionality will be limited to specific user roles. This functionality will allow users with the appropriate role assignments to perform the following functions:

- Search NAHLN users
- Add new users
- Edit existing users
- Enable/ Disable Users
- Reset Passwords

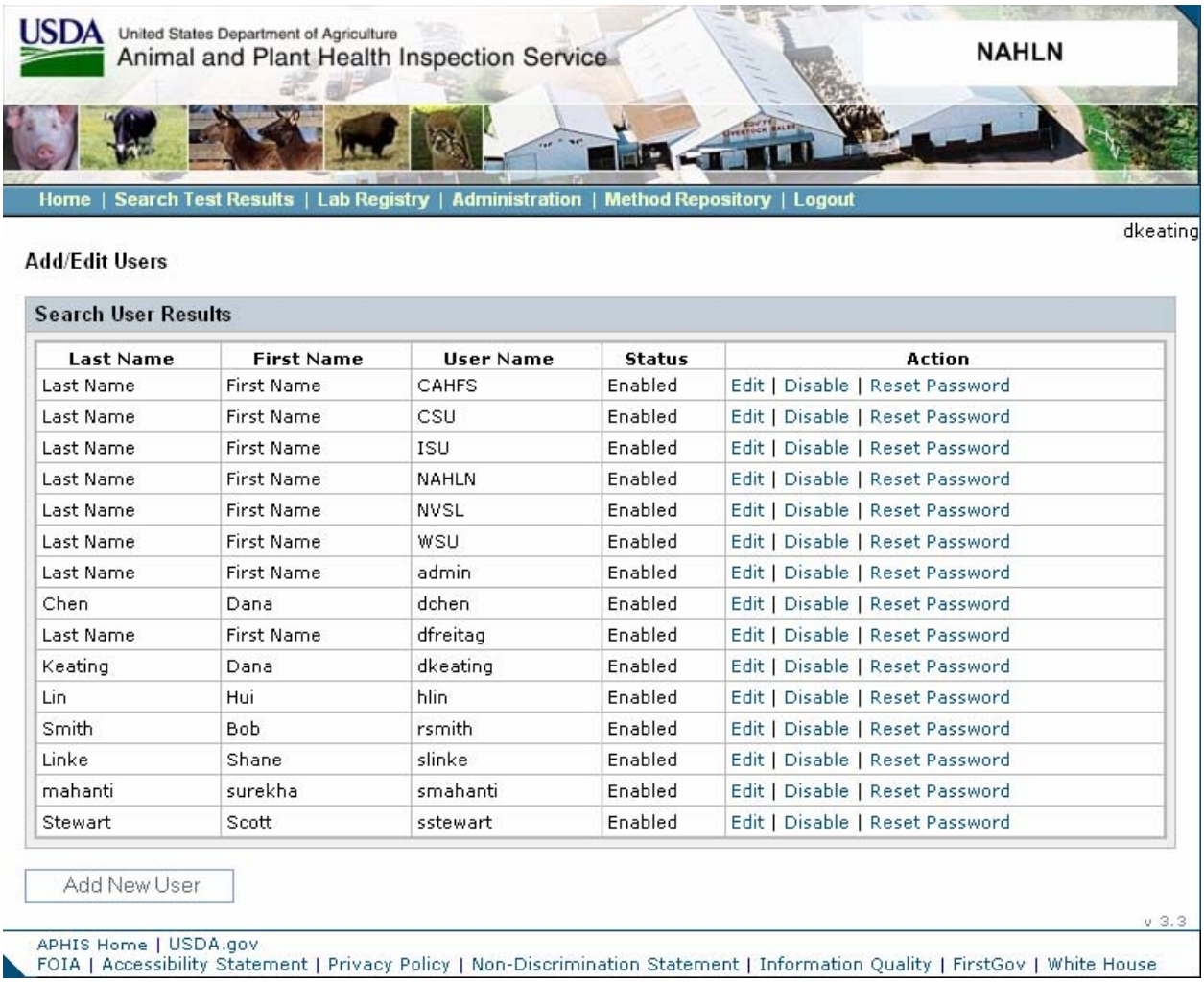
These functions are detailed in the following sections.

3.2.1 Search NAHLN users



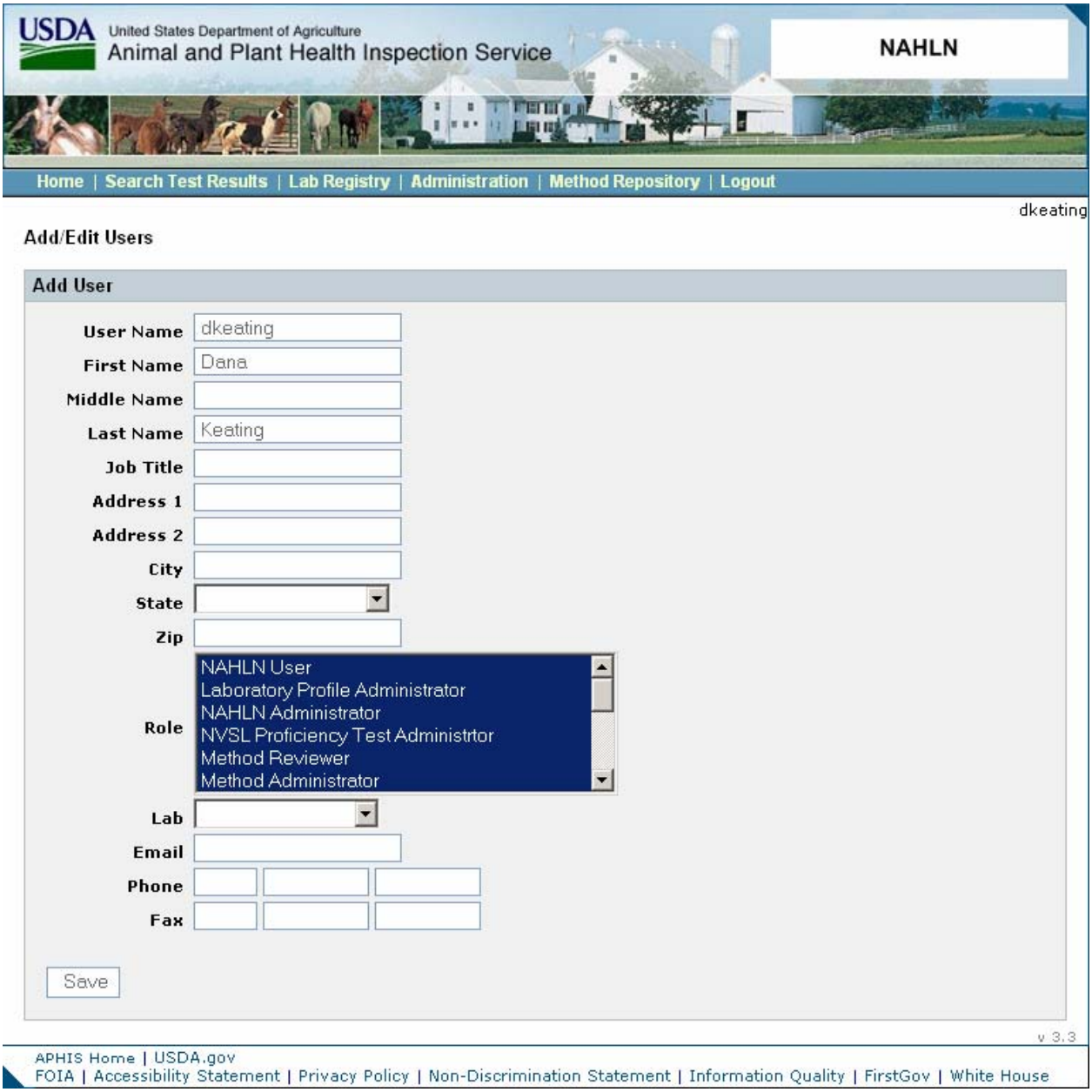
Users with access to Add/ Edit Users will initially be taken to the 'Search Users' screen just after clicking in the Add/ Edit User link from the Administration module main menu. This screen will allow users to search for NAHLN users based on user name, first name, last name and role. If a user chooses not to input any search criteria, the system will return all users that exist in the system in the search results. The steps for performing a user search are as follows:

1. From the NAHLN home page, select the Administration module link
2. Select the Add/ Edit Users link from the Administration module main menu
3. Input search criteria
4. Click Search



The above interface is a screenshot of the search results produced after performing a user search in the Administration module.

3.2.2 Add New Users



When adding new users into NAHLN, a user profile must be created in order to properly define the user in the system. At the minimum, the username, first name, last name and user role should be identified. The steps for Adding a new user are as follows:

1. Perform 'Search User' function in Administration module
2. From the NAHLN User search results screen, select the 'Add New User' button at the bottom of the screen

3. Complete the user profile details (i.e. user id, first name, last name, user role, etc.)
4. Click save
5. The system will return a message stating that the user was successfully added to the database.

3.2.3 Edit Existing Users

The edit user functionality is very similar to adding a new user into the NAHLN database. The steps for Editting a user are as follows:

1. Perform 'Search User' function in Administration module
2. From the NAHLN User search results screen, select the 'Edit' link next to the user profile that you wish to edit
3. Make the necessary modifications to the user profile details (i.e. user id, first name, last name, user role, etc.)
4. Click save
5. The system will return a message stating that the user was successfully editted in the database.

3.2.4 Enable/ Disable Users

Existing users in the database may need to be disabled from NAHLN for various reasons. Users with the appropriate access will be able to disable users preventing the disabled user from using NAHLN. The steps for Disabling a user are as follows:

1. Perform 'Search User' function in Administration module
2. From the NAHLN User search results screen, select the 'Disable' link next to the user profile that you wish to disable
3. The system will return a message stating that the user was successfully disabled in the database.

The steps for enabling a user are similar to disabling a user. The difference is that you would select the 'Enable' link instead of 'Disable'.

3.2.5 Reset Passwords

Administrative user roles with access to the Add/ Edit User functionality will also have the ability to reset user passwords for users that may be having difficulty with their existing password. The reset password action will reset a user's password to their 'Default Password'. Upon logging in, the user whose password was reset will be required to change their password before performing any other functions in the NAHLN system. The steps for resetting a user's password are as follows:

1. Perform 'Search User' function in Administration module
2. From the NAHLN User search results screen, select the 'Reset Password' link next to the user profile that you wish to update
3. The system will return a message stating that the password was successfully changed back to the default password.

3.3 Changing Default Passwords

A user's default password is a password that will be used as a temporary password for user's that are new to the system or have had their system passwords reset. If the default password is the active password for a user, the user will be required to specify a system password upon logging into the system. Once the system password is identified, that is the password that will be used until the system requires the user to change their system password (this happens every 90 days).

Default passwords can be defined by individual users. The system will never require users to change their default passwords. The steps for changing a default password are as follows:

1. Select the Administration link from the NAHLN main menu
2. Click 'Change Default Password'
3. Identify the current default password and identify and confirm the new default password
4. Click 'Save Password'
5. The system will return a message stating that the user successfully changed the default password.

3.4 Changing Passwords

All users will be required to identify a system password that will be used to log into the NAHLN system. For security purposes, the system will expire system passwords and require users to change their system password every 90 days. Users will also have the ability to change their system passwords prior to the mandatory 90 day period. To do this, users will:

1. Select the Administration link from the NAHLN main menu
2. Click 'Change Password'
3. Identify the current system password and identify and confirm the new system password
4. Click 'Save Password'
5. The system will return a message stating that the user successfully changed the system password.

1. Laboratory Registry

1.1. General Laboratory Registry Details

1.1.1. Laboratory Registry Roles

The laboratory registry includes 5 roles with differing functions and abilities. These roles and high level descriptions should help explain the basic functions that these users have:

- Laboratory Registry User - Access to Laboratory Registry. User should be able to search for labs and view profile information.
- OID Administrator - Access to Laboratory Registry. User should be able to: use the search capabilities, request to add a new lab to the registry, modify/ edit their individual laboratory profile
- Lab Administrator - Access to Laboratory Registry. User should be able to: use the search capabilities, modify/ edit their individual laboratory profile
- NAHLN Administrator - Access to Laboratory Registry. User should be able: use the search capabilities, approve/ reject adding a lab to registry, archive/ unarchive profiles
- NVSL Proficiency Test Administrator - Access to Laboratory Reistry. User should be able to use the search capabilities. User should have access to ALL proficiency test administration functions (search diagnisticians, update PT, add diagnosticians)

All users must have one or more of the identified user roles above to be able to have access to the Laboratory Registry. If you do not have the appropriate access, please contact a NAHLN Administrator.

1.1.2. Laboratory Registry Process

Appendix B outlines the various stages of an OID Registration and the individual lab profiles by showing how the different user roles explained above affect the stages of the process. Appendix B shows a high level workflow of the OID Registration process.

The Laboratory Registry uses 2 different types of statuses to help users quickly identify what needs to be done with an OID Registration/ Laboratory Profile and who has access to viewing it. These are explained in more detail below.

1.1.2.1. OID Registration Statuses

The OID Registration status helps users identify the standing of the OID Registration within the Laboratory Registry. The status of the OID Registration determines which users can access the data and what actions are available.

The Laboratory Registry requires the NAHLN Administrator to approve all new OID requests in the Laboratory Registry. This provides some level of control of the differing entities that are being added into the Registry. The following statuses help users track what stage the OID Registration is in. Please note that the system refers to these statuses as being the “Registration Status” of a single OID:

- Saved – OID registrations that are saved can only be viewed by the submitting OID Administrator. In addition, lab administrators assigned to lab profiles falling under an OID in saved status can view and edit their individual lab profile. However, the lab administrator will not have the ability to view/ edit other lab profiles associated with the OID in saved status.
- Registration Requested – registrations with a registration requested status are ready for review by the NAHLN Administrator. The NAHLN Administrator will have the ability to reject/ approve the registration request. In addition, the OID Administrator and Lab Administrators will still have the ability to view/ edit individual lab profiles in this status.
- Rejected – If the NAHLN Administrator rejects an OID Registration Request, the OID registration will not be added to the NAHLN Laboratory Registry for public viewing. The OID Administrator and individual Lab Administrators will have the ability to view comments added by the NAHLN Administrator related to the reason for reject and view/ edit the lab profile details in which they have access. Once the necessary changes have been made, the OID Administrator can choose to resubmit the Registration Request.
- Approved – If the NAHLN Administrator approves an OID Registration Request, the lab profiles associated with the OID will be available for viewing by laboratory registry users pending the individual lab profile status (status must be 'Active') maintained by the OID Administrator/ Lab Administrators. If the OID Registration has been approved, but the individual lab profile status is 'inactive' the lab profile will still be hidden from general laboratory registry users. Please note that the OID Administrator/ Lab Administrator will have the ability to edit lab profile details in which they have access.

1.1.2.2. Individual Lab Profile Statuses

In addition to OID Registration Status, each laboratory profile associated with an OID has a status that will control an individual laboratory's status within the laboratory registry. Individual lab profile statuses are referred to as 'Profile Status' in the laboratory registry. The following statuses will help the NAHLN Administrator, OID Administrators and Lab Administrators to control the status of an individual laboratory within the laboratory registry:

- Inactive – OID Administrators/ Lab Administrators will have the ability to control whether a laboratory is active/ inactive within the laboratory registry. If the status of a laboratory is inactive, the laboratory itself has deemed itself 'inactive' from NAHLN temporarily. This status will prevent laboratory registry users outside of the individual lab from accessing the laboratory's profile information.
- Active - If the status of a laboratory is active, the laboratory is considered as actively participating in NAHLN activities. This status will allow laboratory registry users outside of the individual lab to access the laboratory's profile information (pending the OID Registration status is Approved)
- Archived – the NAHLN Administrator will have the ability to archive (as well as unarchive) individual laboratory profiles in the laboratory registry. If a laboratory profile has been archived, laboratory registry users will have the ability to search for and view the laboratory profile. Please note that laboratory profiles in archived status will not be available for editing by the OID Adminsitrator/ Lab Administrator.

1.1.3. Laboratory Registry Functions

On a more detailed level, the laboratory registry provides various users with the capabilities to perform the following functions. This document later outlines the steps involved with performing each of these functions:

- Request Registration of an OID
- Add lab profiles to an OID Registration
- Edit lab profiles in an OID Registration
- Delete lab profiles from an OID Registration
- Approve/ Reject OID Registration Request
- View Lab profiles
- Search the Laboratory Registry
- Archive lab profiles
- UNarchive lab profiles

1.2. Accessing the Laboratory Registry

The Laboratory Registry will be accessible from either the home page or from the menu toolbar displayed across the top of the screen. By clicking one of these links, the system will route you to the Laboratory Registry.

1.3. Laboratory Registry Main Menu

The Laboratory Registry Main menu gives users with appropriate access rights the ability to “Request to Add a New OID” or to “Search for a Lab”.

1.3.1. Laboratory Registry Search

All Laboratory Registry users will have the ability to search the electronic registry based on a defined set of filters. These filters will assist users in finding specific lab profiles based on limited criteria. The filters for the Lab Registry include:

- Type of Lab
- Lab Name
- Lab OID
- City
- State
- Method
- Analytical Instruments
- Average Daily Capacity
- Registry Status

The steps a user should take in order to search for existing lab profiles are:

1. Access the laboratory search screen via the Laboratory Registry main menu (‘Search for a Lab’ option)
2. Define filter criteria by selecting from the dropdowns or populating text boxes (**please note that if a user doesn’t not select or populate any filter criteria, the system will return all available laboratory profiles that the user has access to)
3. Click Search

4. The system will return the search results that meet the specified filter criteria.

Once the search is complete, the system will return the search results and display any actions that the user may have related to the displayed laboratory profiles. If the user chooses to perform any of the available actions, they can select the clickable links to do so.

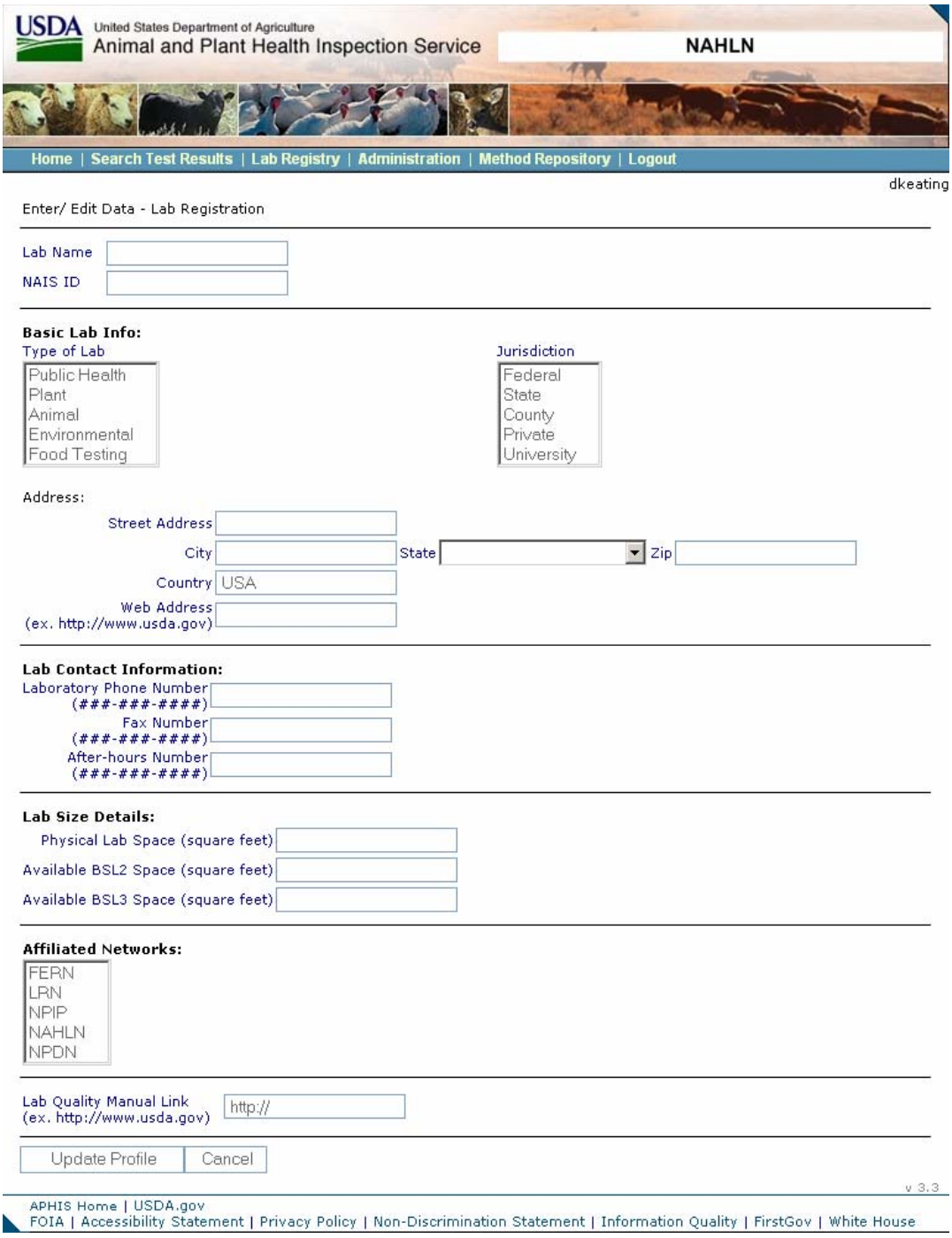
1.3.2. Requesting to Add New OID to Registry

Users with the role of OID Administrator will have the ability to "Request to Add Lab". By clicking the "Request to Add Lab" link above, the system will provide the OID Administrator with the ability to create an OID that does not yet exist in the Laboratory Registry. In addition, the OID Administrator will have the ability to create labs associated with this OID.

1.3.2.1. Step 1 – Identify OID

The first screen requires the OID Administrator to identify the new OID. Once the OID has been identified, the OID Administrator must click the "Add Lab" button to continue with the OID Registration. The OID Administrator must add at least 1 lab to be associated with the OID.

1.3.2.2. Step 2 – Input Basic Lab Information



Once the OID has been identified, the OID Administrator will identify the basic lab information for a lab associated with the OID. Once the data is complete, the user must select the 'Update Profile' button to put the OID Registration in the SAVED status.

1.4. Laboratory Registry Functions

In addition to adding new OIDs and searching for existing laboratory profiles, the Laboratory Registry allows users to perform other various functions. These include:

- Adding additional labs to an OID Registration (limited to OID Adminsitrator role)
- Deleting labs from an OID Registration (limited to OID Administrator role) (**please note that users cannot delete any labs once an OID Registration is in the 'Approved' status. All labs will have to be archived if there is a need to remove it from an OID Registration)
- Editting Laboratory Profiles (limited to OID Administrator and Lab Administrator roles)
- Submitting the Request to add the OID Registration to the Laboratory Profile
- Viewing Laboratory Profiles
- Viewing OID Registrations (limited to OID Adminsitrator and NAHLN Administrator roles)
- Archiving Lab Profiles (limited to NAHLN Adminsitrator role only)

1.4.1. Adding additional labs to an OID Registration

In order to add a new lab to an OID Registration, the OID Administrator will have do the following:

1. Retrieve the OID Registration that needs to be edited via the Search Laboratory Registry screens
2. Select the 'Edit' option from the search result action column for the particular OID
3. Select the 'Add Lab' option from the OID Registration Main Menu screen
4. Input the Basic Lab Information for that lab and click 'Update Profile'. The lab will be added to the OID Registration at this point and the user can proceed to edit any of the remaining details by selecting the various editing options in the main menu.

1.4.2. Deleting labs from an OID Registration

The OID Administrator will have the ability to delete laboratory profiles from an existing OID Registration if the OID Registration is in the SAVED, REJECTED or REGISTRATIO REQUESTED status. Users cannot delete any labs once an OID Registration is in the 'Approved' status.

In order to delete a lab from an OID Registration, the OID Administrator will have do the following:

1. Retrieve the OID Registration that needs to be edited via the Search Laboratory Registry screens
2. Select the 'Edit' option from the search result action column for the particular OID
3. Select the lab that needs to be deleted from the laboratory dropdown on the OID Registration Main Menu screen
4. Select the 'Delete' option from the OID Registration Main Menu screen

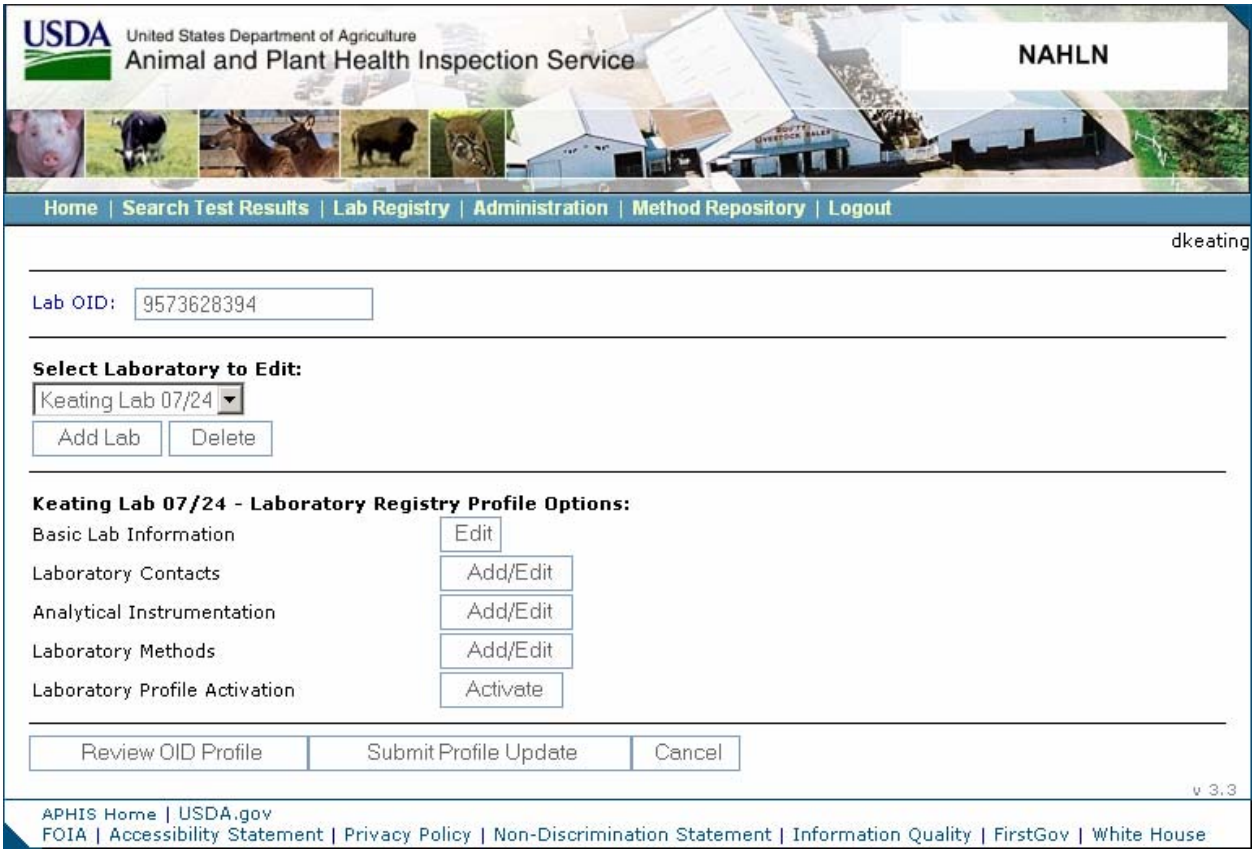
1.4.3. Editting Laboratory Profiles

The OID Administrator and the Lab Administrator will have the ability to edit individual laboratory profiles for which they have access. In order to edit an existing lab in an OID Registration, the OID Administrator will have do the following:

1. Retrieve the OID Registration that needs to be edited via the Search Laboratory Registry screens
2. Select the 'Edit' option from the search result action column for the particular OID
3. Select the lab that needs to be edited from the laboratory dropdown in the OID Registration main menu screen
4. At this point and the user can proceed to edit any of the remaining details by selecting the various editing options in the main menu. These are described in more detail in the following sections.

Please note that users with the Lab Administrator role can only edit the lab profile(s) for which they are the Lab Administrator. For Lab Administrators, the OID Registration main menu will be modified slightly since the lab administrator has more limited functions than the OID Administrator. For instance, the Lab Administrator will not have the ability to add/ delete labs, Review OID Registration or Request Registration. The Lab Administrator will only have the ability to edit and save data related to their individual lab profile.

1.4.3.1. OID Registration Main Menu



Once the OID has been identified and at least 1 lab has been associated with the OID, the user will have the ability to leave the Laboratory Registry and search/ retrieve the OID Registration because it is now in SAVED status.

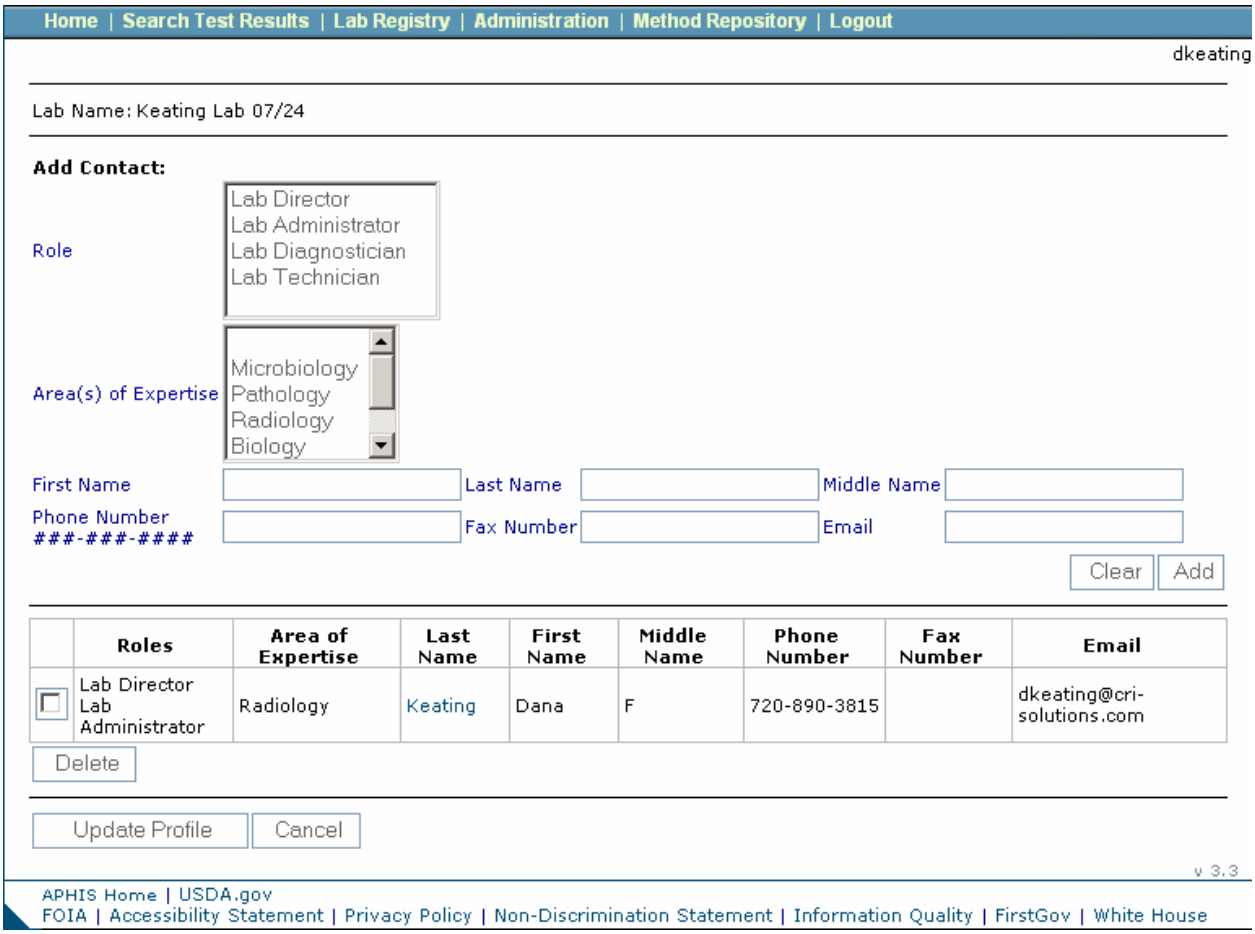
Please note that multiple laboratory profiles can be managed from this screen. The menu buttons that appear in the center of the screen can be used to edit each of the individual laboratory profiles that are created under the identified OID. In order to select an individual laboratory profile for editing, the

laboratory must be selected in the dropdown field labeled, “Select Laboratory to Edit”. **Please note that the lab name of the laboratory profile being edited will appear in the label just above the menu options. If a lab has not yet been added to the OID Registration (and therefore does not appear in the laboratory dropdown field), the OID Administrator can add the lab by selecting the “Add Lab” button and inputting the basic lab information details.

From this OID Registration main menu screen, the OID Administrator will be able to perform several editing functions from this screen:

- Add additional labs to the OID Registration (via the ‘Add Lab’ button)
- Delete labs for the OID Registration (via the ‘Delete’ button) (**please note that users cannot delete any labs once an OID Registration is in the ‘Approved’ status. All labs will have to be archived if there is a need to remove it from an OID Registration)
- Edit Basic Laboratory Information
- Add/ Edit Laboratory Contacts
- Add/ Edit Analytical Instrumentation
- Add/ Edit Laboratory Methods
- Activate/ Deactive Laboratory Profile
- Review individual lab profiles **(this button is currently not appearing in the above example. This will be another menu item available when editing individual lab profiles)**
- Review the entire OID Registration (summary of all laboratory profiles associated with the OID Registration)
- Submit the Request to add the OID Registration to the Laboratory Profile **(this button is currently appearing as Submit Profile Update in the above screen shot. It is being updated to appear as “Request Registration”)**

1.4.3.2. Add/ Edit Lab Contacts



The Add/ Edit Laboratory Contacts function allows users to identify detailed contact information for an individual laboratory.

To add a contact, users should:

1. Input the appropriate required fields for the contact
2. Select the “Add” button on the center-right side of the screen. Once the Add button is selected, the contact information that was added will appear in the added contacts table on the bottom half of the screen.

To edit a contact, users should:

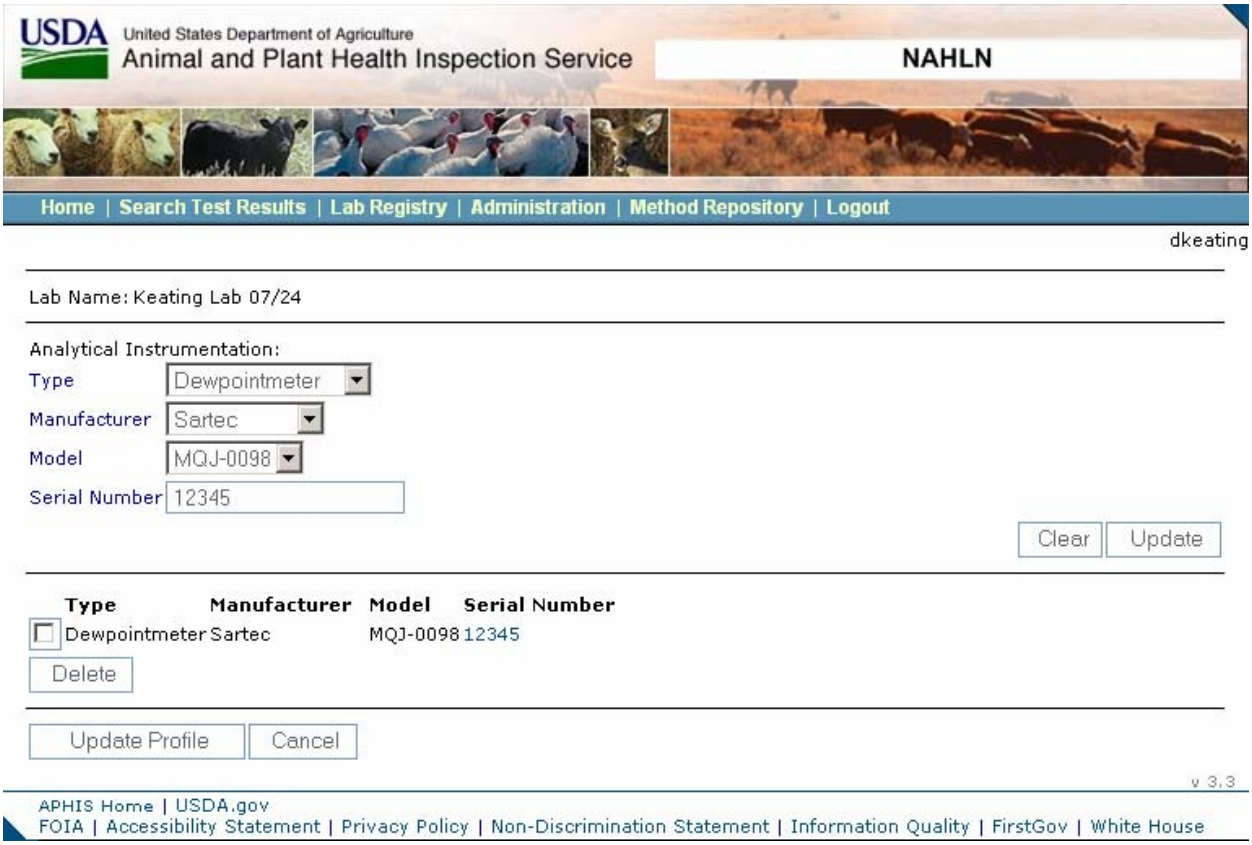
1. Select the contact that needs to be edited by clicking the checkbox next to the contact in the contact table at the bottom of the screen. This will populate the editable contact fields on the top half of the screen.
2. Make the necessary edits
3. Select “Add” to update the added contacts table.

To delete a contact, users should:

1. Select the contact that needs to be deleted by clicking the checkbox next to the contact in the contact table at the bottom of the screen.
2. Select the “Delete” action just below the table to delete the user from the table.

Once the contact details are correct, the user must select the ‘Update Profile’ button at the bottom of the screen in order to save the updated contact information.

1.4.3.3. Add/ Edit Analytical Instrumentation



The functions on this screen are very similar to those of the Add/ Edit Laboratory Contacts screen. Users can identify analytical instrumentation used at the individual lab being profiled.

To add an analytical instrument, users must:

1. Input the appropriate required fields
2. Select the ‘Update’ button on the center-right side of the screen. Once the ‘Update’ button is selected, the analytical instrument information that was added will appear in the table on the bottom half of the screen.

To edit an analytical instrument, users must:

1. Select the analytical instrument that needs to be edited by clicking the checkbox next to the analytical instrument in the table at the bottom of the screen. This will populate the editable analytical instrument fields on the top half of the screen.

2. Make the necessary edits
3. Select 'Update' to update the added analytical instrument table.

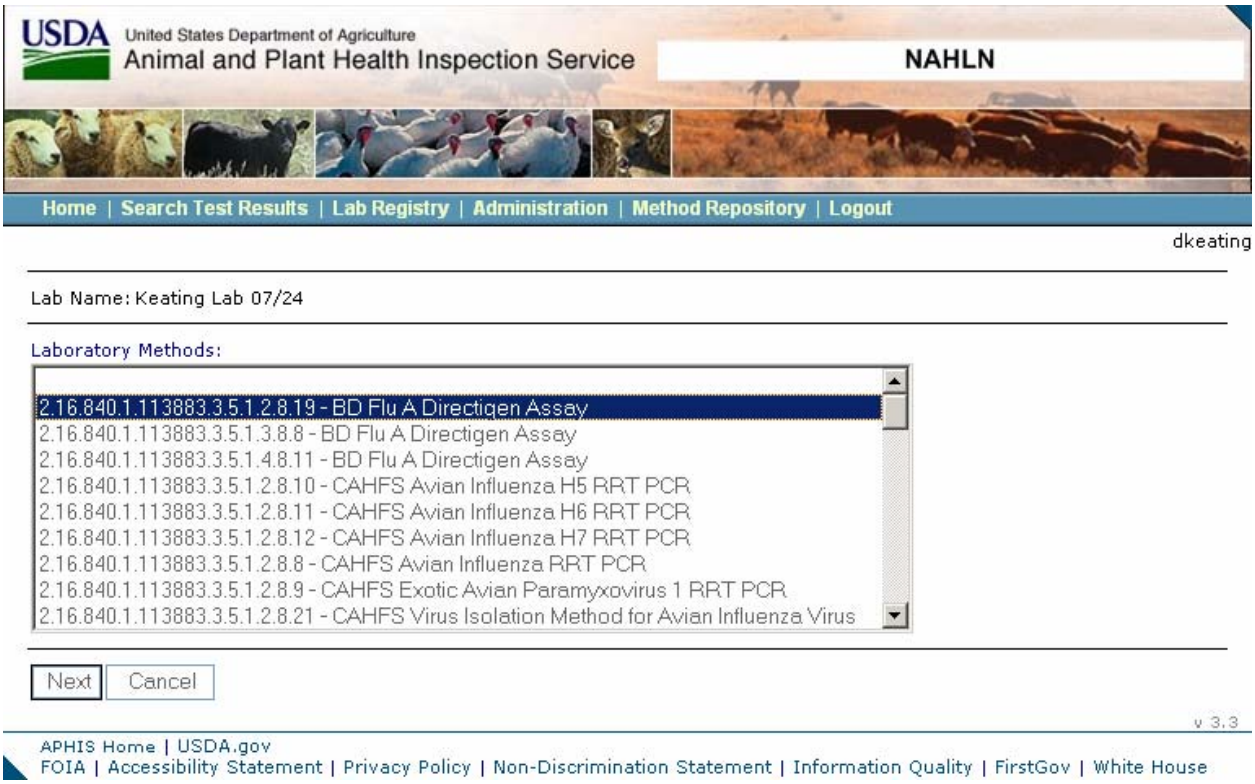
To delete an analytical instrument, users should:

1. Select the analytical instrument that needs to be deleted by clicking the checkbox next to the analytical instrument in the table at the bottom of the screen.
2. Select the 'Delete' action just below the table to delete the analytical instrument from the table.

Once the analytical instrument details are correct, the user must select the 'Update Profile' button at the bottom of the screen in order to save the updated analytical instrument information.

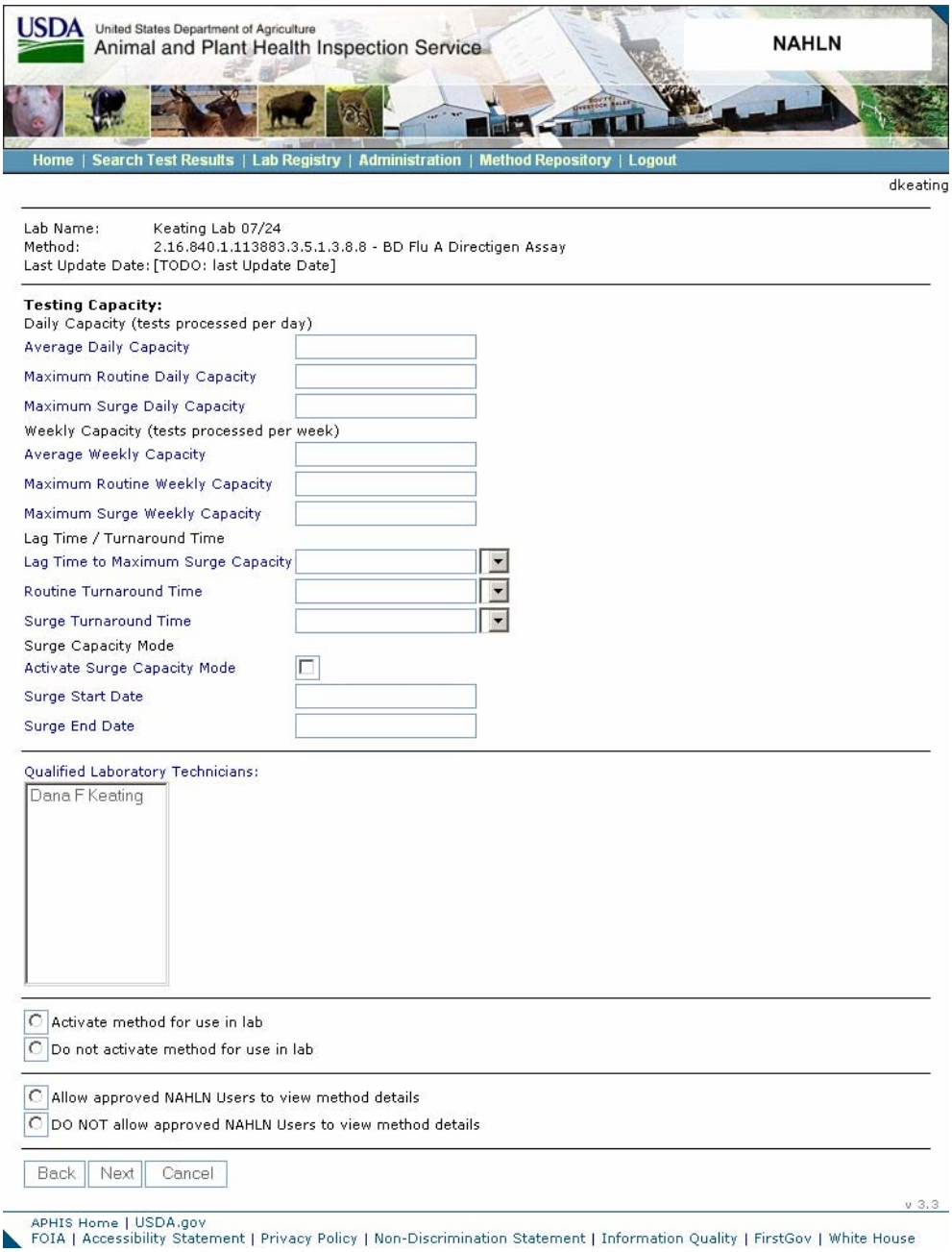
1.4.3.4. Add/ Edit Laboratory Methods

Add/ Edit Laboratory Methods - page 1



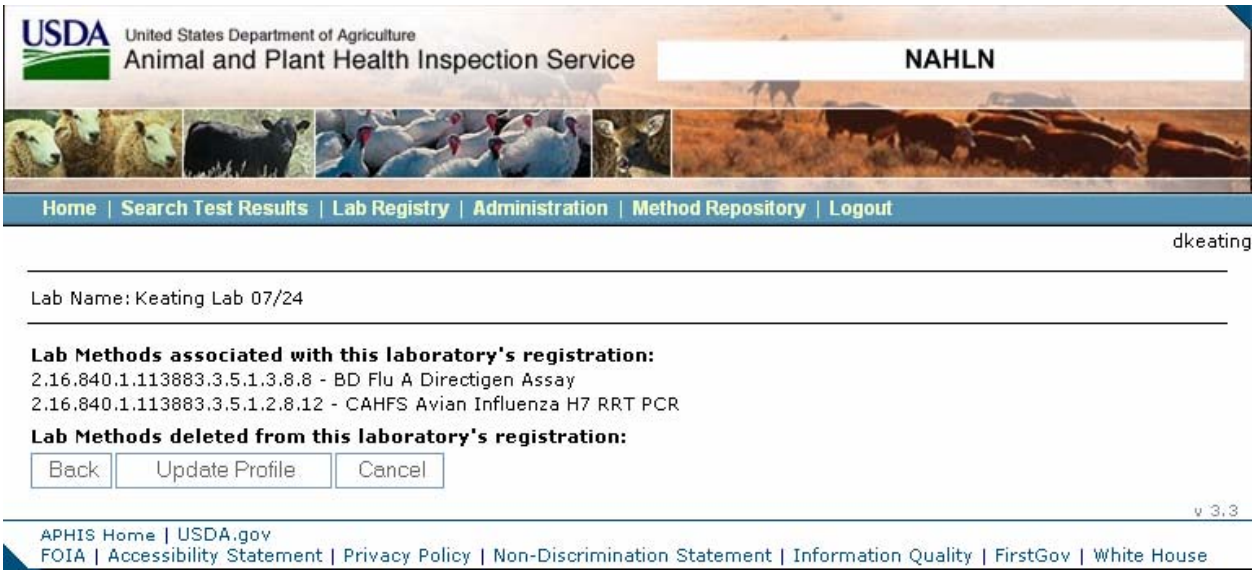
The first screen for adding/ editing Laboratory Methods allows the user to select all of the methods practiced by the individual laboratory being profiled. Users should select all of the methods that need to be identified with a laboratory from this screen, then click 'Next'. **Please note that the user must click <ctrl> when selecting the methods if more than one method needs to be selected.

Add/ Edit Laboratory Methods – page 2



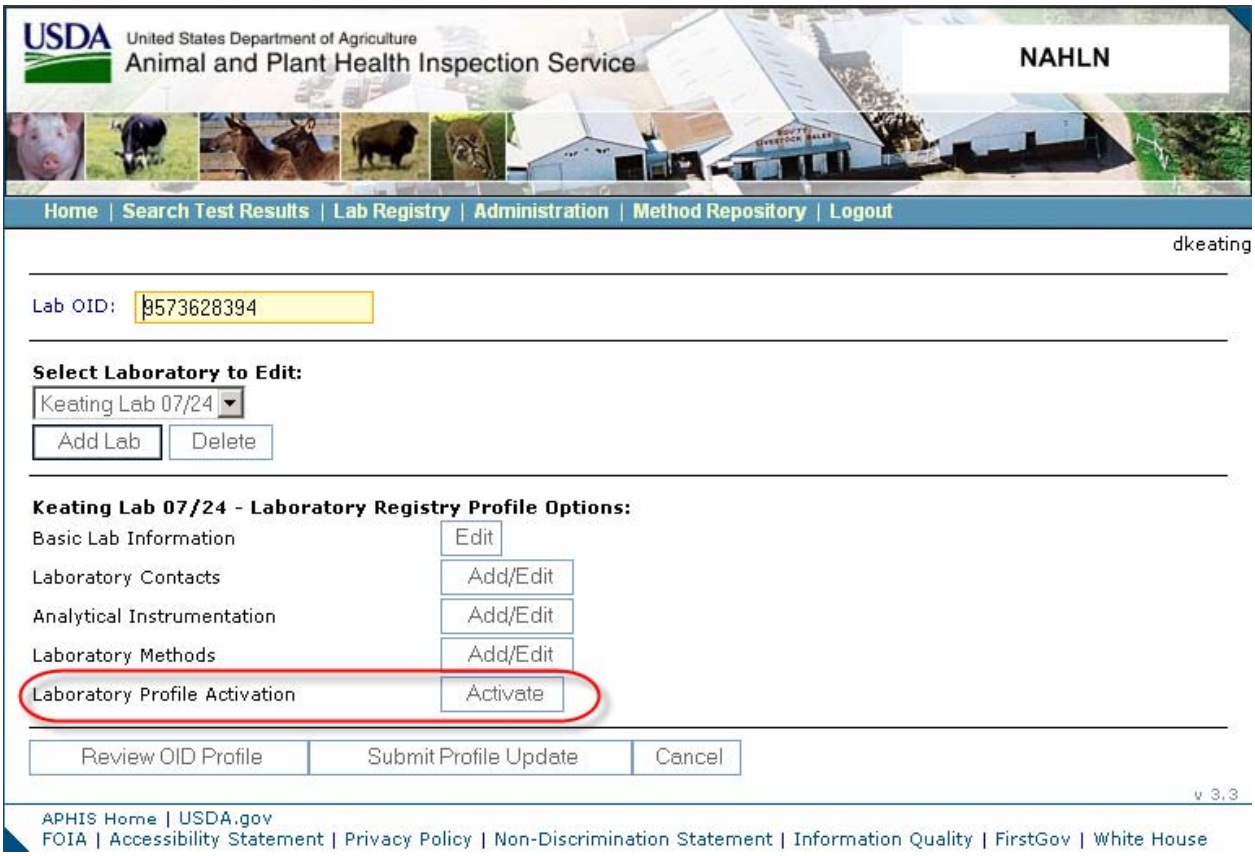
For every method that was selected on the previous page, the user will need to complete the capacity information, identify the qualified lab technicians, specify the status of the specific method at the laboratory, and specify user access rules associated with the method. Once this information has been updated appropriately, the user can click the 'Next' option to complete the same information for the next method (if more than one has been identified).

Add/ Edit Laboratory Methods – page 3



Once all of the method details have been completed for each of the identified methods, a method summary page appears. This summary lists all of the methods that have been added to the individual laboratory profile. If the user has completed updating the method information, they must click 'Update Profile' to save the information.

1.4.3.5. Activate/ Deactivate Laboratory Profile



Users can activate/ deactivate an individual laboratory profile by clicking the button highlighted above. Laboratory profiles default to an inactive status when they are initially created. Users will have to select the 'Activate' button in order to change the status of the lab profile to 'Active'. If the profile was already activated, the 'Deactivate' button would appear.

1.4.3.6. Review Lab Profile while editting

This option is missing from the above screenshot, but will be added. Users will have the ability to review the summary of an individual lab profile by selecting the 'Review Profile' options just under the Laboratory Profile Activation button. This screen will display a summary of all of the data that exists for the individual laboratory profile selected in the laboratory dropdown.

1.4.3.7. Review OID Profile while editting

Before submitting an OID Registration for approval by the NAHLN Administrator, the OID Administrator will have the ability to review the OID Registration summary by clicking on the 'Review OID Profile' button. This screen will display ALL of the labs and their profiles that have been added under the OID.

1.4.3.8. Request Registration

The button, 'Submit Profile Update' will be changed to 'Request Registration'.

When the OID Administrator has completed updating the necessary information for an OID Registration, they will click the 'Request Registration' option at the bottom of the OID Registration main menu. Clicking this action will change the status of the OID Registration from Saved to Registration Requested.

1.4.4. Approving/ Rejecting Registration Requests

The NAHLN Administrator will be able to retrieve OID registration requests by navigating to the Search for a Lab screen and filtering on “Registration Requested” status. If any users have requested registration of an OID in the laboratory registry, they would appear in the search results. The NAHLN Administrator would then select the ‘View OID’ action. The screen would then display all of the lab profiles that have been associated with the identified OID. The NAHLN Administrator will then have the option to either ‘Approve’ or ‘Reject’ the OID Registration Request.

To reject a registration request, the NAHLN Administrator will:

1. Search for OID Registration in REGISTRATION REQUESTED status
2. Click ‘View OID’ action and review the details
3. Click ‘Reject’ action at the bottom of the OID Registration Summary screen
4. Input comments associated with the reason the OID Registration is being rejected and submit
5. The system will update the status of the OID Registration to REJECTED **The OID Administrator will then be able to open their OID Registration in REJECTED status and review the comments added by the NAHLN Administrator. The OID Adminsitrator will have the ability to edit and resubmit registration requests for the OID Registration in REJECTED status.

To approve a registration request, the NAHLN Administrator will:

1. Search for OID Registration in REGISTRATION REQUESTED status
2. Click ‘View OID’ action and review the details
3. Click ‘Approve’ action at the bottom of the OID Registration Summary screen
4. The system will update the status of the OID Registration to APPROVED **Pending the status of the individual laboratory profiles (active/ inactive), laboratory registry users will have the ability view the lab profiles associated with the OID Registration.

1.4.5. Archiving/ Unarchiving Laboratory Profiles

The NAHLN Administrator will have the ability to Archive/ Unarchive individual lab profiles that are associated with an OID Registration that is in APPROVED status. Archiving a lab profile will be the only way that a laboratory profile can be removed for an OID Registration. Please note, however, that lab profiles in archived status can still be retrieved and viewed if the user opts to include ARCHIVED profiles during their laboratory registration search.

To archive a lab profile, the NAHLN Administrator will need to:

1. Search for the lab profile that they want to archive
2. In the Search Results screen, click the ‘Archive’ action associated with the lab profile
3. Input comments related to the reason for archiving the laboratory profile and submit.
4. The record status for the lab profile will change to ARCHIVED

The UNarchive a lab profile, the NAHLN Administrator will need to:

1. Search for the lab profile that needs to be unarchived (record status = archived)
2. In the Search Results screen, click the ‘UNarchive’ action associated with the lab profile
3. The record status for the lab profile will change to INACTIVE

1.4.6. View OID Action

The OID Administrator and the NAHLN Administrator will have the ability to view the OID Registration summary, which includes a listing of all of the labs associated with the OID and their profiles. In order to View the OID Registration Summary, these users need to perform the following steps:

1. Navigate to the search filter screen for the Laboratory Registry
2. Input appropriate filters
3. Identify the OID in the search results that needs to be viewed
4. Click the 'View OID' action in the search results action column on the far right side of the screen

1.4.7. View Lab Action

All Laboratory Registry users will have the ability to view laboratory profiles in which they have access. In order to view a lab profile, these users need to perform the following steps:

1. Navigate to the search filter screen for the Laboratory Registry
2. Input appropriate filters
3. Identify the laboratory in the search results that you want to view
4. Click the 'View Lab' action in the search results action column on the far right side of the screen

2. Appendix A

Lab Registry Data Field Definitions:

Lab Name – This is the full name of the laboratory, including the state in which it is located. Format should be: <*State name*><*Affiliation (optional)*>< *Laboratory Designation*> (examples: Illinois College of Veterinary Medicine Veterinary Diagnostic Laboratory; Kentucky Livestock Disease Diagnostic Center)

NAIS ID – This field represent the National Animal Identification System Non-Producer Participant Number assigned to the laboratory facility. These identifiers may be acquired from your state NAIS premises Identification system. They are seven alphanumeric characters (e.g. 00381S0).

Type of Lab – This field represents the primary service activities or testing performed in the laboratory. More than one type may be selected.

Jurisdiction – The field represents the type of administrative oversight and reporting structure for the laboratory.

Street Address, City, State and Zip - These fields represent the mailing address or 911 address for the laboratory. Do not list P.O. Box.

Web Address – This field represents the Uniform Resource Locator (URL) for the home page of the laboratory.

Laboratory Phone Number – This field represents the central contact number to be used by other laboratories when calling the laboratory facility.

Laboratory Fax Number – This field represents the central FAX number to be used by other laboratories when transmitting information to the laboratory facility.

Laboratory After Hours Number – This field represents the telephone number used to contact the laboratory after normal working hours.

Physical Lab Space – This field represents the total **assignable square footage** of the laboratory facility. In general, a laboratory building is between 50-60% efficient, meaning that only 50-60% of the gross square footage of the building may actually be used for work. Hallways, loading docks, restrooms, air and elevator shafts, etc, are non-programmable space and are not used in the assignable square footage calculation.

Available BSL2 space – This field represents the **assignable square footage** available for BSL2 level laboratory operations. This excludes assignable square footage for administrative purposes, offices, etc, that are not involved in laboratory processes.

Available BSL3 Space - This field represents the **assignable square footage** available for BSL3 level laboratory operations. This excludes assignable square footage for administrative purposes, offices, etc, that are not involved in laboratory processes. These areas are generally less space efficient (~40%) due to the presence of anterooms, showers and waste disposal areas (i.e. autoclaves).

Affiliated Networks – This field represents all of the laboratory networks in which the laboratory is currently approved to participate.

Lab Quality Manual Link – This field represents a URL link to the laboratory quality manual. All AAVLD accredited laboratories are required to have a laboratory quality manual in place by 2007.

Lab Contact Role – This field represents the primary role the contact plays in the laboratory. (Note; Is this a multiple select box?)

Lab Contact Area of Expertise – This field represents the primary discipline(s) in which the contact role has expertise.

Analytical Instrumentation Type – This field represents the general category of instrumentation being listed (e.g. ELISA reader, Thermocycler, Mass spectrometer, etc.)

Analytical Instrumentation Manufacturer – This field represents the company (or person) name who manufactured this piece of analytical equipment.

Analytical Instrumentation Model Number - The model number of the instrumentation as assigned by the manufacturer.

Analytical Instrumentation Model Number – The serial number of the specific piece of equipment owned by the laboratory represented by this equipment entry.

Laboratory Method Fields:

Average daily capacity – The number of assays performed during a normal work day averaged over a one month period. If the agent being tested is seasonal, use the average number of tests performed for

the month with the highest incidence. Include each normal working day in the average, even if the assay is not performed every day.

Maximum routine daily capacity – The total number of assays that can be performed in a single work day without the need for adding additional staff or other resources.

Maximum surge daily capacity – The total number of assays that can be performed in a single workday after recruiting all immediately available trained personnel, equipment and laboratory resources. This can also involve multiple "shifts".

Average Weekly Capacity – The number of assays performed during a normal work week averaged over the previous year.

Maximum routine weekly capacity – The total number of assays that can be performed in a single work week without the need for adding additional staff or other resources.

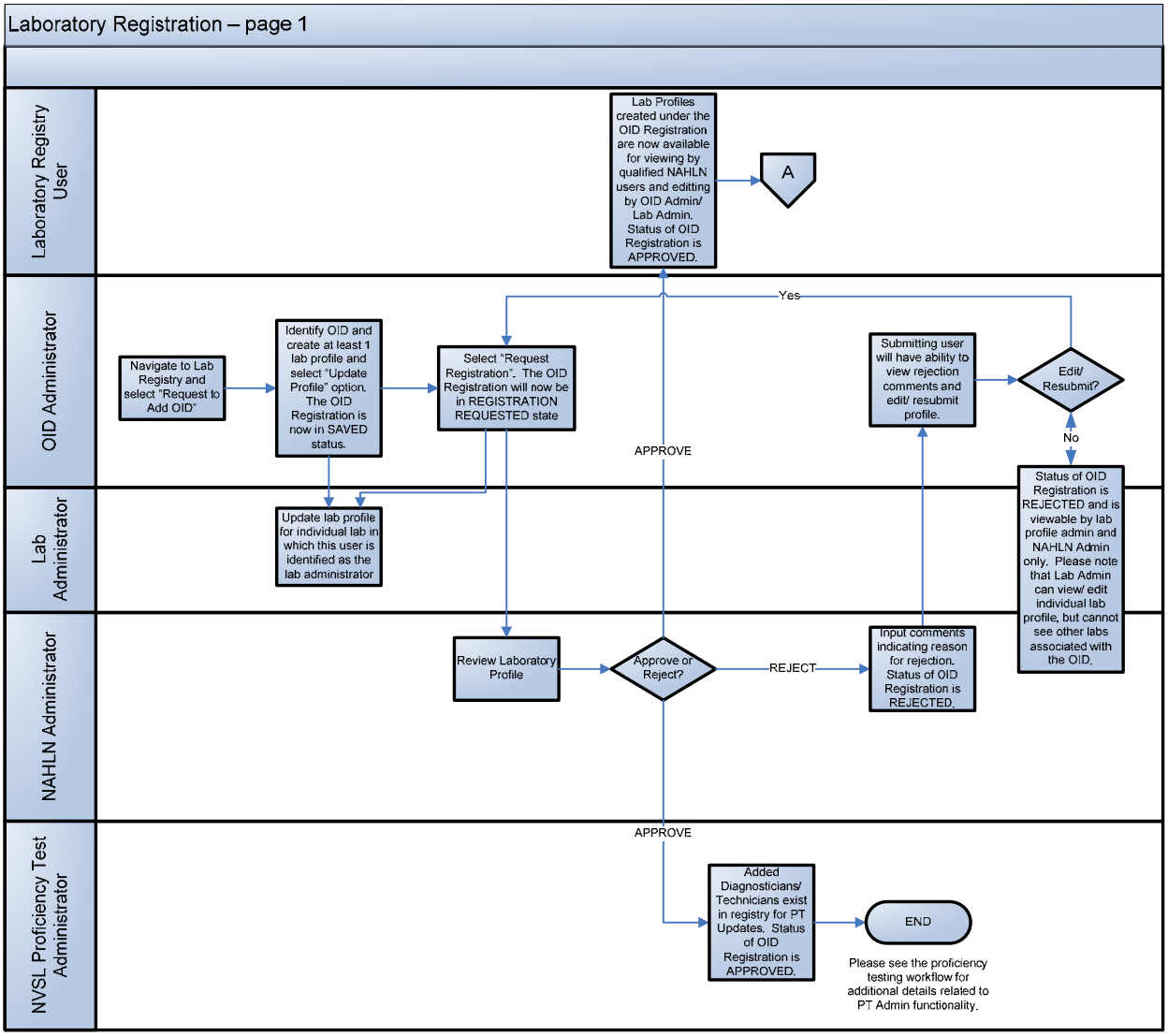
Maximum surge weekly capacity – The total number of assays that can be performed in a single week after recruiting all immediately available trained personnel, equipment and laboratory resources. This can also involve multiple "shifts" and working on weekends.

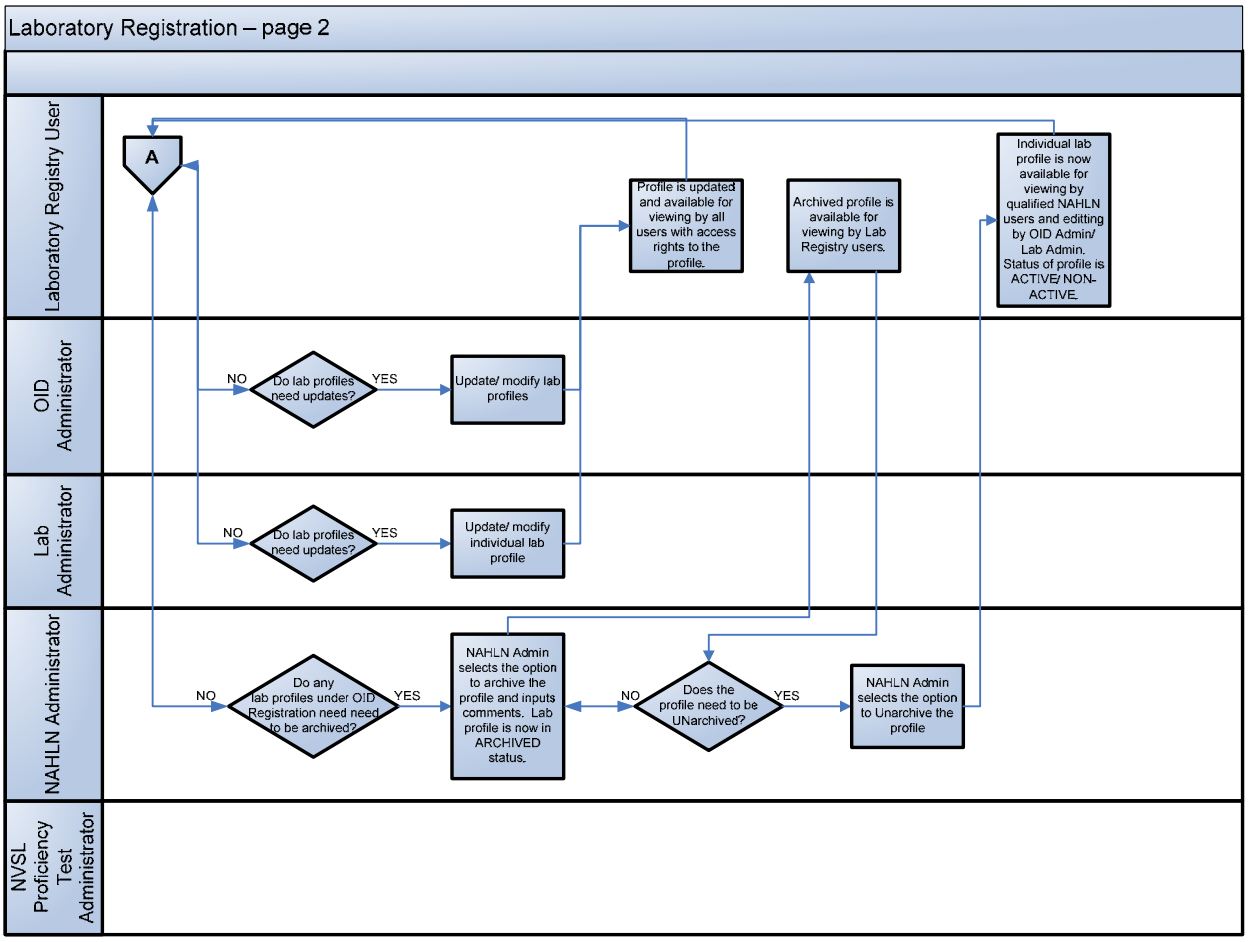
Lag time to maximum surge capacity – The amount of time that it takes to bring all available personnel and resources to productive levels. This includes any additional re-training, quality control testing, equipment calibration, reagent acquisition, etc.

Routine turnaround time – The amount of elapsed time from receipt of a sample until the assay result is sent to the requester under normal operating procedures.

Surge turnaround time - The amount of elapsed time from receipt of a sample until the assay result is sent to the requester while operating in surge mode.

3. Appendix B


Laboratory Registration – page 1
Laboratory Registry User
OID Administrator
Lab Administrator
NAHLN Administrator
NVSL Proficiency Test Administrator
Lab Profiles created under the OID Registration are now available for viewing by qualified NAHLN users and editting by OID Admin/ Lab Admin. Status of OID Registration is APPROVED.
A
Navigate to Lab Registry and select "Request to Add OID"
Identify OID and create at least 1 lab profile and select "Update Profile" option. The OID Registration is now in SAVED status.
Select "Request Registration". The OID Registration will now be in REGISTRATION REQUESTED state
Yes
APPROVE
Submitting user will have ability to view rejection comments and edit/ resubmit profile.
Edit/ Resubmit?
No
Status of OID Registration is REJECTED and is viewable by lab profile admin and NAHLN Admin only. Please note that Lab Admin can view/ edit individual lab profile, but cannot see other labs associated with the OID.
Update lab profile for individual lab in which this user is identified as the lab administrator
Review Laboratory Profile
Approve or Reject?
REJECT
Input comments indicating reason for rejection. Status of OID Registration is REJECTED.
APPROVE
Added Diagnosticians/ Technicians exist in registry for PT Updates. Status of OID Registration is APPROVED.
END
Please see the proficiency testing workflow for additional details related to PT Admin functionality.


Laboratory Registration – page 2
Laboratory Registry User
OID Administrator
Lab Administrator
NAHLN Administrator
NVSL Proficiency Test Administrator
A
Profile is updated and available for viewing by all users with access rights to the profile.
Archived profile is available for viewing by Lab Registry users.
Individual lab profile is now available for viewing by qualified NAHLN users and editting by OID Admin/ Lab Admin. Status of profile is ACTIVE/ NON-ACTIVE.
NO
Do lab profiles need updates?
YES
Update/ modify lab profiles
NO
Do lab profiles need updates?
YES
Update/ modify individual lab profile
NO
Do any lab profiles under OID Registration need need to be archived?
YES
NAHLN Admin selects the option to archive the profile and inputs comments. Lab profile is now in ARCHIVED status.
NO
Does the profile need to be UNarchived?
YES
NAHLN Admin selects the option to Unarchive the profile